
Subject: Local Agency Vendor Overview

Effective Date: October 1, 2006

Revised from:

Policy: The State Agency contracts with the Local Agency to provide vendor management duties. Local Agencies perform the following functions:

1. Evaluate potential vendors for initial participation in the WIC program.
2. Monitor at least 10% of participating vendors on an annual basis, starting with vendors designated as "high risk".
3. Document each evaluation and monitoring visit in KWIC. Paper documentation generated from visits is to be filed in the Local Agency paper vendor files.
4. Resolve any conflict of interest that exists between any Local Agency staff and any Kansas WIC vendor.
5. Provide training for all participating vendors.
6. Resolve complaints lodged by vendors against participants and those initiated by participants against vendors. Record complaints in the KWIC system.
7. Perform any other necessary functions, including conducting compliance buys, to ensure vendors abide by the conditions of the signed contract as well as state and federal regulations and procedures governing the area of food delivery.
8. Maintain vendor files documenting contacts with the vendors.

To fulfill these responsibilities, the local vendor contact should be thoroughly familiar with the Vendor Procedures Manual, Vendor Participation contract and the local agency WIC contract.